## State of Louisiana Department of Revenue

JOHN BEL EDWARDS
GOVERNOR



KIMBERLY J. LEWIS
Secretary

October 13, 2021

## Electronic Video Gaming (EVG) Manufacturers or Distributors 2022 RENEWAL REQUIREMENTS Application Deadline – November 12, 2021

Please review the following guidelines listed below, if they are not followed, your RENEWAL APPLICATION will not be considered complete. Also, a civil penalty will be assessed if not submitted by deadline date.

## \*\*\*\*\*ON-LINE CAPABILITIES ARE READY FOR YOUR BUSINESS\*\*\*\*\*

Please log into our Online Portal for Licensed Entities via our website at <a href="www.ocg.louisiana.gov">www.ocg.louisiana.gov</a> to access your 2022 Renewal.

- Upon submission of the online renewal, you must mail the completed and notarized first page of the application. The first page of the application is enclosed for your convenience.
- Print and include the invoice and the renewal fee.
- Every three years your **personal history**, **financial information** and **business tax return** are due. If they are required, this licensing year you must submit the necessary forms with your renewal application.
- To obtain required forms related to your license visit our website and click Forms under Quick Links and then Video Bingo.

Gaming machines for EVG Distributors are scheduled to be renewed on December 31, 2021. Notify our Office by December 10, 2021 if you DO NOT plan to renew any of your gaming machines. You can accomplish this by logging in to your account and request that they be moved to a warehouse. The request can state that the machine(s) will be moved any time prior to December 31, 2021. Monthly electronic video bingo payments are due no later than the 15<sup>th</sup> of the month. Check(s) shall be made payable to the Office of Charitable Gaming.

Centributing to a better quality of life.

Failure to submit your renewal application to the Office by **November 12, 2021** will result in a **\$500 civil penalty** being assessed by the Office in accordance with LAC §1793. A.6. In addition to any penalty, late submission of your renewal will result in the delay of the issuance of a license and further penalties.

Your business **will not** be allowed to continue conducting gaming related activities in the State of Louisiana after December 31, 2021 until you have received a printed license for the 2022 licensing year from the Office. Conducting gaming related activities without a license will result in the imposition of a civil penalty.

A list of all EVG Distributor/Manufacturer representatives must be submitted to the Office. If your company has any changes in employees or hires any new employees at any time during the license year, the Office must be notified within 10 days, please note that this can be done on the online portal.

Employees of EVG Distributors or Manufacturers are not allowed to be working members of Organizations.

## \*\*\*IMPORTANT NOTICE\*\*\*

It shall be the distributor's responsibility to ascertain that manufacturers are licensed by the Office prior to any purchase or lease of any gaming equipment.

If you have any questions concerning any application information, please contact the Office at 1-800-562-9235.

OFFICE OF CHARITABLE GAMING 617 NORTH 3<sup>RD</sup> STREET, 2<sup>nd</sup> Floor BATON ROUGE, LA. 70802 PHONE: 225-925-1835 (800) 562-9235

FAX: 225-219-1910

**Mailing Address:** 

Office of Charitable Gaming P.O. Box 98502 Baton Rouge, LA 70884